



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

### California State Office

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September 20, 2000

In Reply Refer To:

1220( P)

CA-944

EMS TRANSMISSION: 9/20/00

Instruction Memorandum No. **CA-2000-099**

Expires:09/30/01

To: DSD's and Branch Chiefs

From: Deputy State Director, Support Services

Subject: Review of CA Instruction Memoranda

**DD:10/15/2000**

Attached is a list of CA Instruction Memoranda issued by each division. Information Bulletins are self-expiring and will be held by the Records Section for one year. Instruction Memoranda may be extended for one year only. Memos dated prior to January 1998 have previously been extended and are not subject to further extension. Pertinent, ongoing instructional material should be rewritten in the form of a manual supplement.

Indicate, in the left margin of each attached sheet, which Instruction Memoranda, with an expiration date of September 30, 2000, you wish to extend. **A response, directed to Liza Raymundo, is due no later than October 15, 2000 or no memorandum from your office will be extended.**

**Signed**  
**Karen Barnette**  
**DSD, Support Services**

Authenticated  
Liza Raymundo  
Records Management

1- Attachment

1- Directives Listing (5 pp)

**INSTRUCTION MEMOS**

## **Office CA-912**

99-012 Joint Committee on Printing Commercial Printing Report (JCP Form No. 2)  
99-016 Mail List Training - National Mail List System  
99-018 World Wide Web  
99-051 1999 External Affairs Field Office Visits  
99-055 Internal/External Information Requests  
99-076 Wild Horse and Burro Web Pages  
99-078 Using Government Credit Cards for Duplicating /Printing  
99-085 Web Training Opportunity for Recreation Program  
99-122 California Customer Service Plan

## **INSTRUCTION MEMOS**

### **Office CA-920**

99-068 1999 Mining Law Adjudication Field Office Visits

## **INSTRUCTION MEMOS**

### **Office CA-930**

99-001 Priority Completing Rangeland Health Assessments for Livestock Grazing Permit or Lease  
Renewals, including Minimum NEPA Documentation  
99-003 April 6, Protocol between SHPO and BLM  
99-014 Annual Progress Report Called for in the Rangeland Biological Opinion on Livestock Grazing- Tortoise Critical Habitat Interactions (FSW #1-5-96-F298R)  
99-019 Recreation Management Information System Data Cleaning Exercise  
99-022 Implementation of Communications Site Appraisals  
99-030 Washington Office Call for Fish and Wildlife Data  
99-031 Fiscal Year 2001 OHV Grant Application Procedures  
99-039 Further Guidance for Grazing Permit and Lease Renewals  
99-042 Project Accomplishment Report  
99-044 Interim Policy for the Implementation of Environmental Assessment Procedures for the Acquisition and Disposal of BLM Lands in California  
99-045 Information Needed to Compile First Annual report of Rangeland Standards and Guidelines  
Implementation  
99-047 Information needed to respond to WO IM99-039: Issuance of Grazing Permits in compliance  
with Applicable Laws, Regulations and Policy  
99-052 Statewide Recreation Conference

- 99-054 NEPA and EIS Documents on the web
- 99-056 Use Inventory worksheet to Communication Site R/W Holders
- 99-057 Film Permits Web Site Policy
- 99-059 Use of Customer Feedback comment cards
- 99-066 Rangeland Standards and Guidelines implementation workshop
- 99-071 Proposal to Designate Critical habitat for Nine Evolutionary Significant Units of Steelhead  
under the Endangered Species Act.
- 99-072 Proposal to list the Mountain Plover as a Threatened Species under the endangered Species Act
- 99-082 Cultural Resources workshop
- 99-083 Rangeland Standards and Guidelines Implementation workshop
- 99-092 Designation of Field Offices contacts for Water Quality Planning
- 99-093 Implementation of Appraisal Policy and Process
- 99-094 OHV Environmental Protection Grant Procedures
- 99-095 OHV Annual awards
- 99-096 Developing Standards for Land Health
- 99-097 Validation Study of Customer Service and Service First
- 99-107 Framework for conducting Section 7 Consultations on Land Use Plans
- 99-108 FY 1999 Weed Management Add-on Spending
- 99-110 Eagle Lake Field Office Recreation Fee Demonstration Pilot Project Financial Procedures
- 99-112 Updated Animal Sensitive Species List— Final Review Draft
- 99-120 FY 1999 Cultural Resources Management Program Annual Report: California Indian Protocol Tracking Form
- 99-124 Challenge Cost Share Tracking
- 99-125 Cultural Resource Compliance for Grazing Permit Renewals

## **INSTRUCTION MEMOS**

### **Office CA-940**

- 99-009 FY 1999 Proposed Annual Work Plan (PAWP)
- 99-010 California Desert District Firearm Inventory
- 99-015 Employees Purchasing Sensitive and Capitalized Property
- 99-023 Year 2000 (Y2K) Inventory Data Call
- 99-028 California BLM Telephone Directory Update
- 99-029 BLM Indirect Cost Rate for Cost Recoverable, Reimbursable and Trust Projects
- 99-040 Response to IM No 99-038 Privacy Act Systems Survey
- 99-046 California Annual Work Plan for FY 1999
- 99-048 FY 1999 Final Performance and Workload Measures Allocations
- 99-049 FY 1999 Personal Property Inventories
- 99-058 Contracting Officer's Representative (COR) Certification Requirements
- 99-061 Legacy Rehost 2000 (LR2000) - Data Freeze Dates

99-069 Training- Legacy Rehost 2000 (LR2000)  
 99-073 Wild Horse and Burro Program  
 99-074 Review, Approval and Records Retention Procedures for Government Purchase Cards  
 99-075 Legal Use of BLM vehicles by Non Federal Employees  
 99-080 YR 2000 Manual Progression Test of selected PC's  
 99-081 Office YR 2000 Compliance Certification  
 99-098 Requirement to comply with State Drivers License and Motor Vehicle Laws  
 99-106 California Budget Operating Procedures for the remainder of FY99  
 99-115 Office Year 2000 compliance Re-Certification  
 99-116 Findings of the California Y2K Review  
 99-118 FY 1999 3<sup>rd</sup> Quarter California Budget Status

## **INSTRUCTION MEMOS**

### **Office CA-943**

99-005 1998 Post-Season Fire Season  
 99-006 Prescribed Fire Qualifications and Grandfathering Criteria  
 99-050 Compliance with the Supplemental Policy for Fire Report Cost, Reimbursement and Trespass  
     Wildland Fires  
 99-053 Qualified fire (Call-When-Needed) Helicopter Manager & Qualified Project Helicopter Manager  
 99-065 Supplemental Policy for Fire Reports for Cost Reimbursement and Trespass Wildland Fires  
 99-091 1999 Annual California Fire Readiness Review  
 99-109 Changes to California's Prescribed Fire Policy and Program  
 99-126 Training Standards and Qualifications for California BLM Fire Personnel  
 99-127 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Ukiah**  
 99-128 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Arcata**  
 99-129 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Surprise**  
 99-130 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Barstow**  
 99-131 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Needles**  
 99-132 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Hollister**  
 99-133 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Eagle**  
 99-134 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Palm Spring**  
 99-135 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Alturas**

- 99-136 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Ridgecrest**
- 99-137 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**CDD**
- 99-138 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**El Centro**
- 99-139 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Folsom**
- 99-140 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Bakersfield**
- 99-141 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-  
**Bishop**
- 99-142 State Office Roles and Responsibilities for Fuel Management

## **INSTRUCTION MEMOS**

### **Office CA-944**

- 99-008 Contracting Officer's Representative Certification Monitoring
- 99-013 Review of CA Instruction Memoranda
- 99-020 YR 2000 Purchase and Contract Specification
- 99-021 Compliance with Building Codes and Other Federal Laws
- 99-034 State Board of Survey Appointments
- 99-036 Electronic Mail Records Course
- 99-041 Review of BLM CA Publications
- 99-043 FY 1999 Personal Property Inventory
- 99-063 Lead Based Paint
- 99-064 FY 1999 California Annual Work Plan Final Allocations
- 99-067 FY 1999 Procurement and Agreements Plans
- 99-070 Appointment of Contracting Officers Representatives
- 99-077 Compliance with Regulations for Above ground Petroleum Storage Tank Facilities
- 99-086 FY 1999 Mid Year Review
- 99-087 Additional Use of Project Numbers
- 99-088 Fire Module Leader Special use Master Cards
- 99-099 Submission Requirement for 5 Year Deferred & Construction 5 Year Cycle
- 99-100 May Budget Status Concerns
- 99-101 Mid Year Cost Target Adjustments
- 99-103 Policy on Respiratory Protection Program
- 99-105 Interior Department Electronic Acquisition System
- 99-111 End of June Budget Status
- 99-114 Receiving Officers
- 99-119 FY 1999/2000 Workload and Performance measures Schedule Process
- 99-121 Records Inventory
- 99-123 FY 1999 End of August California Budget Status

99-143 California Office Space Assessment

## **INSTRUCTION MEMOS**

### **Office CA-945**

99-002 Additional Personnel Policy within BLM California  
99-017 Premium Pay for California State Rangers  
99-024 Use or Lose Annual Leave  
99-026 Early Dismissal for Thanksgiving  
99-027 Mandatory Use of Employee Express  
99-032 Critical Element for all Managers and Supervisors  
99-033 Discontinuation of Weekly California Vacancy Listing  
99-037 Half-Day Closing on Christmas Eve  
99-038 Supervisory Training: Conflict Resolution Skills  
99-062 New Procedures for Recruitment of Vacant Positions  
99-079 Use of Overtime  
99-084 Decision of AUO for Law Enforcement Rangers  
99-089 Organizational Structure Accuracy  
99-102 Standard Organization and Position Description for Type III Engines  
99-113 Implementation of WOIM99-066 Accretion of Duties Promotion  
99-117 Employees Serving as an Officer in an Outside Organization

## **INSTRUCTION MEMOS**

### **Office CA-946**

99-004 Geographic Information Systems, Freedom of Information Act request from the southwest  
Center for biological Diversity  
99-011 Installation of Informix and ESRI upgrade software on the UNIX Platform  
99-025 Spatial Metadata Collection Instructions  
99-035 YR 2000 Compliance Inventory  
99-060 Electronic E-mail System upgrade to Lotus Domino Notes  
99-090 Communication Site Evaluation  
99-104 Legacy Rehost 2000 Microcomputer Deployment

## **INSTRUCTION MEMOS**

### **Office CA-947**

99-007 Prevention of Sexual Harassment Training